

Leaving County Employment



If your human resources group does not have its own form for providing written notice, use this notice when you leave employment with the County. Complete the first section of this form, and be sure to update your mailing address in the space provided if you're moving. If you are retiring, please also complete the second section of this form.

Provide copies of this form to the following individuals or groups:

- Your supervisor
- Your payroll/human resources representative for payroll system data entry and delivery of your final paycheck and W-2 form, and
- Benefits, Payroll and Retirement Operations to ensure you receive notification of COBRA/retiree benefits. The address is The Chinook Building CNK-ES-0240, 401 Fifth Ave., Seattle WA 98104-2333. The fax number is 206-296-7700.

Section 1: Employee information

Last name _____ First _____ MI _____

PeopleSoft Employee ID _____

Mailing address _____ Apt No _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead (specify) _____

Home phone (_____) _____ Other phone (_____) _____

Home email address _____

Department _____ Division _____

Work phone (_____) _____ Mail stop _____

Last day worked (physically on job) _____ Last day on paid status _____

If your spouse/domestic partner works for King County, contact Benefits, Payroll and Retirement Operations at 206-684-1556 about coverage options under your spouse or domestic partner's benefits after you leave County employment.

If you're not retiring, please skip the next section and sign the back of this form.

Section 2: If you're retiring

If you're retiring, please check one of the boxes below and read the information about HRA VEBAs to understand your obligations.

- ☐ I have not formally applied for retirement, but I will apply before my last day on paid status.
- ☐ I have formally applied for retirement. My effective date of retirement is _____.

If you have formally applied for retirement, please provide a copy of your letter from the Washington State Department of Retirement Systems or the Seattle City Employees' Retirement System acknowledging receipt of your application for retirement.

If you are retiring from a group that voted to participate in the County's HRA VEBA, you must enroll in the HRA VEBA Trust within the 12 months following your retirement date so your sick leave and/or vacation leave cash-out will be available for eligible out-of-pocket health care costs. To do so, send the following completed documents to Benefits, Payroll and Retirement Operations: HRA VEBA Enrollment Form, a copy of your letter from the Washington State Department of Retirement Systems or the Seattle City Employees' Retirement System, and a copy of this notice.

Failure to send these documents to Benefits, Payroll and Retirement Operations within the 12 months following your retirement date will result in the forfeiture of your leave cash-out.

The HRA VEBA Enrollment Form is available in an enrollment kit at www.kingcounty.gov/employees/benefits/Retirement/VEBA. There, you can also confirm whether you are retiring from an HRA VEBA-eligible group. If you have questions or need help, call 206-684-1556.

Section 3: Confirming your intention to leave County employment or retire

The information I've provided is correct and complete. I understand I must return all County-owned property (bus pass/photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work. I further understand that if I am retiring and in a VEBA-eligible group, failure to provide Benefits, Payroll and Retirement Operations a completed HRA VEBA enrollment form within the 12 months following my retirement date will result in forfeiture of my sick leave and/or vacation leave cash-out.

Employee signature _____ Date _____

- ☐ Supervisor copy
- ☐ Payroll / human resources representative copy
- ☐ Benefits, Payroll and Retirement Operations copy